



**California Emergency Management Agency**  
**PUBLIC SAFETY AND VICTIM SERVICES DIVISION**  
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To: Public Safety Procurement Program (1033) Participants

From: Gary Howard, State Point of Contact 1033 Program

Subject: Aircraft Request Procedures

Under Section 1033 of the National Defense Authorization Act for fiscal year 1997 (10 U.S.C.2576a) the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including aircraft, that the Secretary determines is suitable for use by the agencies in law enforcement activities. Agencies in law enforcement activities are defined as government agencies whose primary function is the enforcement of applicable Federal, State and Local laws and whose law enforcement officers have powers of arrest and apprehension. All requests for aircraft from State and local law enforcement agencies must be submitted through the appropriate governor appointed State coordinator for approval. A listing of State coordinators is available upon request from the Defense Logistics Agency's Law Enforcement Support Office (LESO). The following procedures must be followed when submitting requests.

On agency letterhead answer the following questions in narrative form. Please address each question in a separate paragraph.

1. Administrative Data: Name, Address, Phone and FAX numbers of the requesting agency. Full name of the chief executive official of the requesting agency. Any additional points of contact.
2. The type and quantities of aircraft requested. Must include the aircraft's intended use and the impact the resource will have within the requesting agency's jurisdiction as well as surrounding jurisdictions.
3. The size of the requesting agency's jurisdiction by population and area.
4. Written understanding of the terms and conditions applicable to aircraft transfers as detailed in the State Plan of Operation (SPO) between the law enforcement agency (LEA) and the governor appointed state coordinator. (Response must detail the specific terms of transfer.)
5. Written description of agency's plan to maintain, operate and finance the requested aircraft.
6. Written understanding of the FAA regulations governing the operation of the requested aircraft. (Response must detail the specific regulations.)

The letter must be signed by the chief executive official of the requesting agency and then forwarded to the state coordinator for state review. If approved at the state level the request will be forwarded to the LESO for action. A request approved at the state level is no guarantee that the requesting agency will receive an aircraft. Agencies approved to receive aircraft will be contacted by their respective state coordinators.